

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

October 31, 2007

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TITLE:	Information System Security Officer
POSITION NO:	32504
LOCATION:	Technology Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$46,533 - \$58,166 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, November 15, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This position may be required to work under stressful situations, oftentimes under tight time constraints. There are also scheduled and occasional unscheduled requirements to work late nights, weekend hours, and extended periods of time.

TYPICAL DUTIES: This position oversees the creation and maintenance of the department's information security policies and procedures; leads security risk assessment efforts; leads disaster recovery and business continuity planning; participates in developing statewide security policies; and creates and manages the department's security awareness and training program to meet federal and state mandated information security requirements. Duties include managing, monitoring, and reporting on the security operations for all division security functions, security activities, and security compliance initiatives; researching, creating, and adapting information security training and awareness programs to be tailored to department business processes; providing security direction and oversight on all IT-related systems and projects in the department statewide; attending and making presentations to statewide information technologies and federal committees regarding information security requirements; managing and validating security requirements for existing data systems and

new development efforts; developing and designing security hardening guidelines to protect sensitive data; performing ongoing risk assessments and audits to ensure that information systems are adequately protected; acting as ombudsman for disputes, requests for exceptions to security policies and complaints regarding information security policies and practices, and related issues; and developing an information security training and awareness program for all department employees statewide.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of security and disaster recovery principles and concepts; regulatory and legal issues; Health Insurance Portability and Accountability Act (HIPAA), FISMA and other federal and state IT statutes, rules, regulations, policies, and requirements; project management including planning, developing, writing, and implementing a project plan for specific applications; operating systems for mainframe, mid-range, desktop, and network platforms; network infrastructure and telecommunications; internet connectivity and operation; security software; privacy aspects; risk analysis; and security auditing.

Skills: Skill in creating, preparing, and presenting information technology system security programs to department division security coordinators; interpersonal relationships; organization; establishing and maintaining effective working relationships; conflict resolution; and oral/presentational and written communication.

Abilities: Ability to write policies and procedures relating to information technology; present information in large and small groups; provide training and education appropriate to the audience; meet deadlines; and problem-solve.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in computer science or information technology **AND** five years of job-related work experience. Other equivalent combinations will be considered on a case-by-case basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of

- eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
 4. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Information System Security Officer
Position: #32504
Location: Technology Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience developing and writing security policy. Be sure to include any policies written and the rationale for the policy.
2. From work experience(s) you've had, please document the challenges you have encountered developing a security program and the solutions you adopted to meet those challenges.